

STOP PAYMENT AUTHORIZATION FORM
General Warrant or Payroll Checks
Department of the Treasury - ISSUED CHECK SERVICES
Effective March 1, 2003

****FORM MUST BE TYPED****

CONTACT TREASURY VIA EMAIL AT CHECKIT@TRS.STATE.VA.US TO VERIFY STATUS OF
CHECK PRIOR TO REQUESTING THE STOP

Issued Check Services Contacts: Angie Jahn, Mary Clark

Manager – Debbi Seitz Debbi.Seitz@trs.state.va.us **Phone 804-786-6774**

Email ANGIE.JAHN@TRS.STATE.VA.US **Phone 804-225-2388**

Email MARY.CLARK@TRS.STATE.VA.US **Phone 804-371-6166**

STOP PAYMENT REQUEST FORMS MAY BE FAXED TO: 804-225-2076

REPLACEMENT CHECKS ARE ISSUED BY THE AGENCY REQUESTING THE STOP PAYMENT

Stop Requested By: _____ Date: _____

Agency Name: _____

Agency Address: _____ Agency # _____

Phone No.: _____

Email address: _____

COMPLETE THIS SECTION FOR PAYROLL – CIPPS Screens are not required

CHECK NO: _____ DATE: _____ AMOUNT: _____

PAYEE: _____

COMPLETE THIS SECTION FOR GENERAL WARRANT and Attach Supporting CARS Backup

CHECK NO: _____ DATE: _____ AMOUNT: _____

PAYEE: _____

COMPLETE THIS SECTION FOR BOTH GENERAL WARRANT AND PAYROLL REQUESTS

REASON FOR REQUEST: NEVER RECEIVED _____ LOST _____ DESTROYED _____ STOLEN _____

FISCAL OFFICER/Designee/ APPROVAL: Print Name: _____

*Signature _____ FISCAL OFFICER'S PHONE #: _____

*Original Signature must be on the Stop Payment Authorization Form filed at Treasury. This form is on Treasury's home page, www.trs.state.va.us under the Forms tab if you need to update the one currently on file.